

# FACILITY COORDINATOR

**GRADE: 13**

**FLSA: NON-EXEMPT**

## **CHARACTERISTICS OF CLASS:**

Facility Coordinator performs intermediate skilled clerical and administrative work scheduling and coordinating the day-to-day operations of a recreation facility. The employee directs the work of part-time/seasonal employees and volunteers and utilizes a proactive approach interacting effectively with the public, program staff and other City staff, utilizing effective communication and customer service skills, to ensure smooth coordination of facility services. The position has light physical demands but there is some stress involved in handling multiple projects. The work is supervised by the facility's manager and uses standardized administrative practices in support of services and programs.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Coordinates rentals for center, works with clients, performs accounting duties and facility scheduling.
- Coordinates the work of part-time/seasonal employees, volunteers and custodial staff to meet the needs of center users.
- Publishes weekly, weekend, evening and daily schedules for all classes, activities and rentals to keep staff informed.

- Coordinates Center memberships and registrations including membership renewal letters.
- Utilizes the CLASS registration system extensively in facility booking, membership registration, reports and program registrations.
- Produces reports including hours of use, rooms used and rental totals.
- Works with community groups and organizations assisting as necessary with meetings and events.
- Order supplies for center offices, and programs such as gift shop, thrift shop, custodians needs, etc.
- May coordinate center specialty shops including consignments and distribution of cash to consignors.
- Distributes and accounts for petty cash for facility programs keeping track of and requesting reimbursements.
- May produce Center newsletters including collecting information from staff, highlights, foldout calendar, recipes, update regular sections for each month, etc.
- Produces work orders for facility maintenance.
- Produces volunteer lists for Volunteer Appreciation Party, May Gala and for holiday card distribution.
- Performs other duties as required.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from high school, plus two years of progressively responsible work that affords an ability to provide facility coordination and scheduling. Experience with computers including word processing, spreadsheets, data base management, and internet.

### **Preferred Knowledge, Skills and Abilities:**

- Considerable knowledge the needs of senior citizens and users of all ages, including individuals with disabilities.
- Excellent customer service and people skills.
- Excellent record keeping and organizational skills.
- Experience in using CLASS software including facility booking, registration, and reports.
- Ability to communicate effectively both in verbally and in writing.
- Ability to establish and maintain effective working relationship with superiors, subordinates, volunteers and community organizations.
- Ability to manage and schedule the use, maintenance and arrangement of a multi-purpose community center.